

21 April 1948

MEMORANDUM TO CHIEFS OF FIELD BUREAUS

SUBJECT: SHIPMENT OF FILE CARDS AND CABINETS

Shipment is being ordered to you of file cards to hold the new dictaphone belt records and of cabinets for storage. File cards are supplied in seven different colors in varying quantities. The total quantity to each Bureau included in this initial shipment is as indicated below. Responsibility for further requisitions to maintain stock will rest with individual Bureaus - indicated time lag for procurement is approximately two months.

BUREAU	CABINETS	CARDS Boxes of 600 each
HAWAII	5	32
WEST COAST	5	32
TOKYO	2	16

After experimentation your recommendation is requested as to the desirability and practicability of maintaining permanent files of selected recordings which may be of permanent value.


Acting Chief, FBI

STAT

cc: Kawai
Reeda
Tokyo

Admin off

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